

## **Notice of Annual Report Filing Requirement**

January 5, 2004

From: Maine Public Utilities Commission

To: Public Utilities Designated as Eligible Telecommunications Carriers

Pursuant to 35-A M.R.S.A. § 504, public utilities must submit an Annual Report to the Maine Public Utilities Commission (PUC). The Report for the year ended December 31, 2003, is due by April 1, 2004. The PUC has established different reporting requirements for various types of telecommunications carriers. The Annual Report enclosed with this Notice is for public utilities that are designated as Eligible Telecommunications Carriers (ETCs) by the Commission. Currently, public utilities with ETC status include all incumbent local exchange carriers (ILECs) only. Wireless carriers that are designated as ETCs are not considered public utilities in Maine, and they are required to file a different annual report.

In lieu of the enclosed Annual Report for ETCs, Verizon may file a copy of its FCC ARMIS reports for the Maine study area, but it also must file an income statement for its Maine operations and any other pages of the ETC Annual Report that contain Maine-specific information not included in the ARMIS reports.

Two copies of the Annual Report form are included with this Notice. An electronic version of the Report is available upon request for use in preparing the report, but each utility must file a paper copy with the PUC. To obtain an electronic version of the Report, please contact Laurel Peaslee, Senior Legal Secretary, at 287-1386, or email at [laurel.peaslee@maine.gov](mailto:laurel.peaslee@maine.gov).

Any request for extension of the filing deadline must be sent in writing to the Acting Director of Finance at the PUC. For this purpose, an email message is acceptable. While an extension of up to one month for filing the Annual Report may be granted under the provisions of Section 504, only very short extensions will be granted for the revenue information contained in the report. This is because the PUC must complete its calculation and billing of the annual assessments, which are based on operating revenues, by May 1 of each year. Although annual assessments are based on intrastate operating revenues (i.e., those subject to PUC jurisdiction), utilities must report all revenue generated from operations in Maine, because the PUC needs this information for other regulatory and analytical purposes.

Pursuant to Chapter 710 of the PUC Rules, each utility must file a copy of its independent auditor's statement with the Commission by July 1, 2004, but it may request an extension if necessary. If the auditor expresses a qualified opinion or finds any inaccuracies in

the information contained in the Annual Report, the utility must file corrected pages of the Annual Report, and it must indicate what action it will take to prevent future misreporting or to correct any other deficiency with its accounting systems identified by the auditor.

Utilities that operate as both an ILEC and an interexchange carrier (IXC) within a single organizational entity must report their financial information on a combined basis. If the IXC has received authorization from the PUC to operate as a separate entity, the ILEC and IXC information should be provided separately on the appropriate forms.

If a carrier offers any services that generate jurisdictionally-combined revenue, it must indicate on its report the method it uses to separate the revenue for reporting purposes. Chapter 285, the Maine Telecommunications Education Access Fund, at Section 2 (C) and (D), and Chapter 288, the Maine Universal Service Fund, at Section 4 (D) and (E), both require that carriers employ an approved separations method for reporting any jurisdictionally-combined revenues to the Joint Administrator of the funds. Each carrier must use that same method for Annual Report purposes.

The Utility Contact Information Sheet is included with the Annual Report. Each utility must provide this information to ensure that the Commission has a specific point of contact for use during outage or other emergency situations. Questions concerning this form should be directed to Joe Sukaskas or Faith Huntington. Their contact information is included on the Contact Information Sheet.

We have included a new form with this year's report. The Billing Contact and Address Information page should indicate the name and address of the person at the company to whom the assessment invoices should be directed. This information will help us in tracking and processing these invoices.

Questions about the Annual Report should be directed to the Acting Director of Finance at the PUC. Questions about the Exchange Profile or Network Diagram pages should be directed to Douglas Cowie or Joel Shifman at the PUC. Phone numbers and email addresses for those individuals are provided below. Thanks for your cooperation in this matter.

Sincerely,

Richard Kania  
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## ILECs and Facilities-Based CLECs Network Diagram Information

Please provide a diagram of the Company's switching and interoffice network facilities in its Maine service territory. On the diagram please show:

1. All host-to-remote, host-to-host, host-to-tandem, remote-to-tandem, and remote-to-remote interoffice routes;
2. For each remote, indicate if it has "stand-alone" capability;
3. All inter-office routes that include facilities the Company either owns or leases from or to other carriers (identify the carriers);
4. All switches, identified by type (host, remote, tandem; indicate if a local switch also functions as a tandem);
5. All interoffice routes that connect the Company's network to other companies' networks (identify the companies) and the locations of the points of connection with the other companies' facilities; and
6. All links, service control points, and signal transfer points of the SS-7 network that the Company owns or uses.

For the purpose of this diagram, a "remote" is any equipment that contains line cards.